

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL ECONOMICS  
DIVISION OF AGRICULTURAL STATISTICS

WASHINGTON, D. C.

C.E.M. 1181

May 12, 1945

1.941  
P3F2252  
TITLE: Farm Labor

SUBJECT: Farm Wage Rate Enumeration Survey Beginning May 26.

Reserve

1. GENERAL: As stated at the area instruction meetings and in previous memoranda, a farm wage enumeration is to be made the last week of May in the wage segments of the 158-county sample. This will be almost an exact duplicate of the survey made in March. The division of responsibility for the field work between the Divisions of Program Surveys and Agricultural Statistics will be the same as for the March wage survey and the April Q.S.A. enumerations.

2. RESPONSIBILITY OF STATE STATISTICIANS IN STATES WHERE THE ENUMERATIVE SURVEYS ARE TO BE HANDLED BY THE DIVISION OF PROGRAM SURVEYS: No change is contemplated in the duties and responsibility of State Statisticians in connection with the wage project in those States where the Division of Program Surveys is handling the field work. The schedules will again be sent to our State offices for general review and for editing, listing and summarizing. The State Statisticians will be expected to submit their recommendations concerning wage returns as they did for the March survey.

3. ORGANIZATIONAL WORK IN STATES UNDER THE SUPERVISION OF THE DIVISION OF AGRICULTURAL STATISTICS:

(a) As was the case in March, the Statisticians in charge of our field offices will be responsible for the successful completion of the wage project in the designated States. Any personnel assigned to a State office to assist in the wage project will be under the direction of the Statistician in charge of the State office whether they are from other Divisions of the Bureau or from other offices of the Division of Agricultural Statistics. It should be noted especially that all communications to the Washington office should be addressed to the Head of the Division and that persons assigned to aid in the field work in any State shall clear all their communications with the Statistician in charge of the State office, or in accord with his instructions. As stated previously, in C.E.M. 1167, when certain matters must have expedite attention and it becomes necessary for persons out on anfield assignment to send letters, telegrams, etc. to the Washington office direct from the survey areas, copies should be sent simultaneously to the State Statistician.

(b) In March some B.A.E. Regional office personnel assisted with the field work in a few states. Unfortunately, it will not be possible for all of these men to participate in the May enumeration, but efforts are being made to find replacements where such assignments appear necessary. As there is still considerable uncertainty as to what regional people can be made available for the May wage project, further developments will be taken up later with the States concerned. At present it is contemplated that personnel will need to be assigned for a period of about one month to New England, New York, Pennsylvania, Wisconsin, Wyoming and California.

(c) Supervisors and enumerators. Supervisors will be hired and trained as in March. They will, in turn, hire and train enumerators. The importance of obtaining high calibre supervisors cannot be over-emphasized. In some instances the supervisors have taken over the work in their counties and carried it through to completion with very little direction from the State office after the initial instruction. It may be that in some States where there are a number of counties in the sample it will be found advantageous to hold a State meeting at which all of the supervisors in the State will be given instruction in the program. Later someone from

MAY 24 1945



the State office could contact the various counties to give additional instruction and assist in ironing out any difficult situations. The supervisors attending such a meeting would be paid their usual salary and State Statisticians may issue travel orders authorizing them to claim reimbursement for per diem and transportation costs.

Salaries of supervisors and enumerators will be the same as for the March survey and the same general employment regulations will apply. New appointment forms will be required only for persons who were not employed for the March wage survey or for the April Q.S.A. enumerations.

The following instructions apply in the preparation of service certificates for supervisors and enumerators:

- (1) Employee's name should appear on the Service Certificate exactly as submitted on Form BAE-P-1.
- (2) Have all checks mailed to your office. The regulations state that the person signing or certifying the Service Certificate cannot be the same person to whom the checks are mailed, therefore, please designate some other person in the office to have the checks mailed to.
- (3) Please be sure to show your L.A. number on the Service Certificate, some States have mistakenly entered W.A.E.
- (4) The work record for more than one employee may be placed on a Service Certificate, however, please show the information for each person separately on the certificate as follows:

James Doe,				<u>Q.S.A. Enum.</u>
Enumerator	CAF - 7	\$7.22 per day	11 days	May 17 - 8 hours
				May 18 - 8 hours

On carbon copies only:

11 days x \$7.22 = \$79.42

11 days x 1.083 = 11.91

\$91.33

Special Crop Enum.

May 21 - 8 hours

May 22 - 8 hours

Farm Wage Enum.

May 25 - 8 hours

May 26 - 8 hours

May 27 - 8 hours

May 28 - 8 hours

May 29 - 8 hours

May 30 - 8 hours

May 31 - 8 hours

Virginia Lee Smith	CAF - 7	\$7.22 per day	4 days	<u>Farm Wage Enum.</u>
				May 28 - 8 hours
				May 29 - 8 hours
				May 30 - 8 hours
				May 31 - 8 hours

On carbon copies only:

4 days x \$7.22 = \$28.88

4 days x 1.083 = 4.33

\$33.21

Please mail checks to:

James Smith

(Title of Employee)

P.O. Box 350

Chicago 80, Illinois

/s/ John Doe



(In a few States hourly rates rather than daily rates are used on the service certificates. That procedure is satisfactory to this office and in such cases the above would be changed only to show hourly rates and calculating totals in terms of hours as explained in C.E.M. 1171)

Care must be taken that supervisors and enumerators are not employed more than 20 days in any one calendar month, or paid not more than \$540 during the year.

(d) Enumerators' supplies. Manila envelopes containing material needed by the enumerator will be made up in Washington and sent to the respective offices in addition to a large supply of the various schedules and forms.

(e) Forms and Schedules

Prelist Schedule. A new prelist schedule has been prepared on which the following items will be transcribed here in Washington from the March schedules:

- (1) State, county, segment and name of March enumerator.
- (2) Operator's name and land owned and rented.
- (3) March replies to the question as to whether the operator expected to hire workers during the period May 16-June 15.

Form 1 and Form 1 supplemental. Relatively minor changes have been made in these forms.

Perquisite Schedule. A special schedule has been prepared to obtain data on perquisites furnished hired workers in about one-fourth of the segments. The prelist sheets for these particular segments will be designated by the use of a rubber stamp which carries the following note:

"Segment For Perquisite Schedules"

Fill out a perquisite schedule for every hired worker reported on farms in this segment except those on farms reporting 4 or more hired workers during the week ending May 26. For farms with 4 or more workers do not take any perquisite schedule as supervisors will have special instructions for sampling ~~these~~ on a revisit."

As indicated by the above note a revisit will be required for farms having 4 or more hired workers. It is contemplated that the supervisor will in most cases make the revisit to obtain the perquisite data, however, he may designate an enumerator to do this. Specific instructions are being prepared to cover this particular phase of the project. Further information concerning the perquisite schedule and its use will be given in "Instructions to Enumerators" to be sent later.

All forms, instructions, etc., are to be mailed from Washington by not later than May 12. We realize that you should have this material earlier in order to plan and carry out your work more efficiently but it is being sent to you as rapidly as circumstances permit.

(f) Editing, tabulating and summarizing schedules. The procedure for handling the schedules will be the same in May as it was for the March survey. That is, the county supervisors in every State (whether under the jurisdiction of the Agricultural Statistics or Program Surveys) are to send the completed schedules to the State Statistician's office as rapidly as the schedules are reviewed and judged to be complete. Detailed instructions for editing, listing and summarizing the schedule data in the State office will be sent to you later. As usual, the Statisticians in all States will make their interpretation of the survey data and submit their comments and recommendations to the Washington office of this Division.



(g) Possible sources of county employees. In paragraph (I) of C.E.M. 1167 it was stated, in connection with the United States Civil Service Commission, that: "In all places where there is an office of the Commission, the person doing the hiring must first visit this office and either consider applicants suggested by the Commission, or obtain permission to recruit employees on his own". It was intended that "all places" would be understood as the cities where our State-offices are located, elsewhere in the State it is not mandatory to visit the Civil Service Commission office.

(h) Clerical help. Sufficient funds have been or will be allotted to your L.A. to enable you to hire as many clerks as you need and can secure. If by chance any offices need to have their L.A.'s increased, please notify us at once.

(i) Performance records. Careful records should again be kept of all field and office costs in connection with the B.A.E. Farm Wage Project on the monthly work performance sheets. It is desirable that we be able to make a separate accounting of the cost of the wage survey, the Q.S.A. enumeration and the special crop area wage surveys.

(j) Progress reports. The wage enumerations in the 158-county sample are to be made during the week, May 28-June 2, and the data will relate to the previous week (May 20-26, inclusive). Statists in Ag. States are requested to send us an air mail letter giving the status of the enumerations as of Saturday night, June 2. If it has not been possible to complete enumerations the first week, they may continue during the following week ending June 9.

(k) Aerial photographs. Aerial photographs will not be available for most of the rural segments. However, it is planned that aerial photos will be obtained for your use for incorporated and unincorporated places that are included in the sample. As the exact time that you are to receive these aerial photos is still somewhat indefinite and the procedure for handling them has not been defined it will be necessary to give you further information later on concerning the use of the aerial photos.

(l) County maps. In C.E.M. 1178, it was stated that the maps used for the March Wage survey were to be retained in the State Statisticians office for use in connection with the May surveys. This statement applied only to those States where we are responsible for the field work, as the Program Survey people have been instructed to return the maps to Washington. When the Wage survey is finished in June, please keep the maps and aerial photographs, if any, in your files to be used for a similar wage survey which may be made the last week of September.

4. MAILED INQUIRIES: From time to time it has been suggested that a mailed inquiry would be made around June 1 to obtain farm wage rates. However, it is not now planned to make a mailed inquiry in June or at any time within the very near future. The problem of obtaining a mailing list is under consideration and it now appears that the list desired will not be available for making a mailed inquiry before October, if then.

5. PUBLICATION OF SURVEY RESULTS: The information obtained by the May enumeration will be prepared for publication in the Washington office and will probably be released for the first time in the July Farm Labor Report. Copies of that report and any other special releases carrying farm employment and farm wage data should be sent to the supervisors and enumerators so that they will have an opportunity to observe the use made of the data they collect. The information obtained by such wage surveys will no doubt be of particular interest to them.

The Farm Labor reports and other releases giving farm employment and wage data should also be sent to the State Extension Service, the U.S.E.S., wage boards,



farm organizations, and to general crop reporters and others on your regular list.

6. PREVIOUS MEMORANDA ISSUED THIS YEAR CONCERNING THE SPECIAL FARM WAGE PROJECT ARE:

C.E.M. 1163, January 15, entitled "Special Enumerations and Mailed Inquiries on Farm Wage Rates."

C.E.M. 1167, March 3, "Special Farm Wage Enumerations and Inquiries."

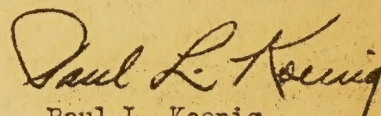
C.E.M. 1171, March 23, "Special Farm Wage Enumerations and Inquiries."

C.E.M. 1173, April 7, "Farm Wage Rate Enumerations in Special Crop Areas of Certain States."

C.E.M. 1178, "County Maps and Aerial Photographs for Farm Wage Surveys."

Instructions 969, "March Farm Wage Survey."

No attempt has been made to include in this memoranda all of the information you may need to know concerning the wage project and it may be necessary for you to refer to the above memoranda for certain details. It is planned that a memorandum will be issued later which will embody all of the instructions given in the above memoranda on employment of personnel for these special surveys.

  
Paul L. Koenig  
Head of Division



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